

DEAR APPLICANT:

Effective January 1, 1999, when submitting an application, please include the correct (verified) Congressional District/Districts on the SF 424, Application for Federal Assistance, in block 14. Confirmation of the Congressional District/Districts for your organization can be obtained by logging on to the Internet website, [www.rollcall.com](http://www.rollcall.com), Site Map; go to Constituent Services, go to Elected Officials and enter your zip code.

It is imperative that the correct Congressional District/Districts be included on the SF 424. The staff of the Congressional Liaison Office (CLO) previously did verification of this information. However, due staff reductions, CLO will no longer check the accuracy of the Congressional District/Districts as provided by the Grants Management staff.

Your elected officials must receive notification when Federal funds are awarded to their constituency. In addition, we have been informed that we should include the nine-digit zip code on all grant correspondence. Please provide your nine-digit zip code on the SF 424, item 5, applicant address.

If you have questions, contact this office at (214) 767-3490.